

~~SECRET~~

~~Security Information~~

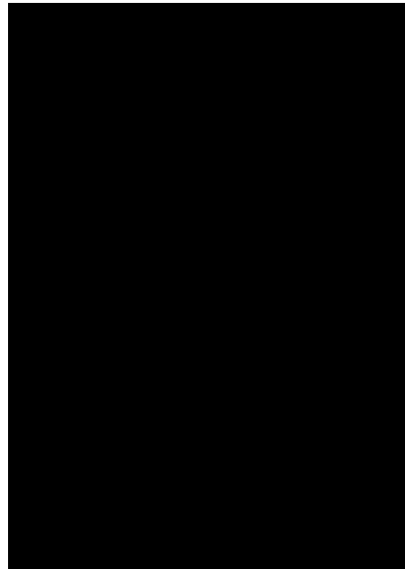
D/I

Report of Sept. 1952

Distribution of Branch Effort (Analysts Only)

Activity

Basic Branch Projects
Special Projects
Reading and Intellofaxing
Evaluations
Requirements
Training
Export Control
Estimates File
Administration
Consultation
Internal Contacts
External Contacts
Editing
ORR China Study
Lost Time--Moving
Miscellaneous



25X1A

~~SECRET~~

~~Security Information~~

DAILY TIME SHEET

Year

Area used by 1/54 1/1P

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Month _____

~~RESTRICTED~~
~~SECURITY INFORMATION~~

Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Basic Research																																
Special Research																																
Mail Reading																																
Evaluation																																
Consulting																																
Coordination																																
Requirements																																
Training																																
Administration																																
Leave																																
Editing																																
Projects (Number):																																

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BR. Limited Proj.

ORGANIZATIONS BRANCH, D/S

Record of Time Allocation

Analyst _____

Date _____

<u>Category</u>	<u>Time</u> (Allocate to nearest quarter hr)
I. Branch Project (Project No. _____)	
A. Unwarranted collection efforts ^{1/}	
B. Background research ^{2/}	
C. Direct Project research ^{3/}	
✓ II. External Projects ^{4/} <small>2.5 hr office</small>	
✓ III. Outside service ^{5/}	
IV. In-box (reading, recording, filing, etc.) ^{6/}	
V. Secretarial ^{7/}	
✓ VI. Administrative (Planning programs, staff meetings, etc.) ^{8/}	
VII. Training ^{9/}	
VIII. Leave ^{10/}	
TOTAL	

^{1/} Includes unusual time taken to follow up requests for Library service, to ascertain the existence and location of documents, to inquire into action taken on requirements, to acquire material which normally should have been distributed to the Branch, etc.

^{2/} Includes the acquisition of historical information necessary to proceed with the project. Does not include general reading of intelligence material.

BAC?

- 3/ Includes in addition to work performed directly on the project, time required for intra- and inter-branch coordination, consultations, interrogations, etc.
- 4/ Includes time spent on requirements imposed by other branches in ORR. Time spent on joint projects is reported under Category I, giving appropriate project number.
- 5/ Miscellaneous consultations, evaluations, briefings, review of non-branch reports, etc.
- 6/ Limited to general distribution of incoming mail. Reading of documents having specific application to projects is reported under Category I.
- 7/ Limited to secretarial duties performed when no secretary is available.
- 8/ Limited to general supervision and planning, attendance at staff meetings, etc. Direct supervision of project research is reported under Category I.
- 9/ Limited to payroll time reported on training programs.
- 10/ Annual, sick, and military leave should be designated.